Chairman Evers called the meeting to order at 5:30 pm. Committee members present: Laura Evers, Scott Logan, Lori Moller, Derek Malinowski, Kim Raciborski and Tina Viray. Members Sheila Henson, Michelle Luis and Alderman Raul Meza were absent. A quorum was present. Also present were Mayor Kelly, Supt. Ryan Knop, Charlie Hernandez, Kathleen Robson and Sherri Ludwig.

PUBLIC COMMENT
None

MINUTES - APPROVED
A motion was made by Scott Logan, seconded by Derek Malinowski to approve the Events Committee Meeting Minutes of August 20, 2019, as presented. All ayes. Motion carried.

TREASURER’S REPORT - APPROVED
Treasurer Scott Logan reviewed the Treasurer’s report. Update: all outstanding sponsorship payments have been received which brings the final net income for the FEASTival to $1,346.14. The 2018 net income for the FEASTival was $2,510.62; the biggest difference can be attributed to lower alcohol sales. A motion was made by Scott Logan, seconded by Lori Moller to accept the Treasurer’s Report as submitted. All ayes. Motion carried.

There was brief discussion of similar events held in Wauconda and Lake Zurich.

CORRESPONDENCE
None

COMMUNITY MOVIE NIGHT
Upcoming Movie Nights
October 12  The Secret Life of Pets 2
November 9  Toy Story 4
December 7  Dr. Suess’ The Grinch

Swank Movie Licensing – Public Performance Site License Renewal
A motion was made by Scott Logan, seconded by Lori Moller to pay the license fee in the amount of $517. Chairman Evers will contact Jay Schulz to see if the radio station would consider helping cover the cost of the renewal in the amount of $175. If not, the Events Committee will cover the full cost. All ayes. Motion carried.

EVENTBRITE WEB-BASED SERVICE TO ORGANIZE/MANAGE FUTURE EVENTS
Tabled until January.

UPDATE ON HARVARD COMMUNITY EDUCATION FOUNDATION DONATION
Chairman Evers reported that The Harvard State Bank was in favor of donating the Beer Tent tips as a money tree for the Harvard Community Education Foundation Black and Gold Ball. There was also discussion of kicking in additional funds so the total is $200.

HARVARD BALLOON FEST
Website/Monthly Hosting Fee
The Committee discussed whether or not to cancel the website/webhosting service which is $25/month. A motion was made by Scott Logan to cancel the webhosting service. Ownership of the domain name was previously transferred to the City of Harvard. The Committee discussed leaving the website up short term. Another option would be to cancel the webhosting service and set it up as a redirect through the registrar to a different name for the Events Comm. Scott withdrew his motion and will look into a redirect option and report at the next meeting.

After discussion, the consensus was to cancel the Balloonfest Facebook pages.

Tina Stewart Request to Purchase Banner
Tina Stewart was the photographer for the picture used on the banners and would like to purchase one of the banners. A motion was made by Lori Moller, seconded by Scott Logan to approve the request at no charge; Scott will mail the banner. All ayes. Motion carried.
CHRISTMAS IN HARVARD

Entertainment (Tina/Derek)
- Tina hopefully has 4 groups to perform throughout the day (HHS & Marian Central Madrigals, Spanish Choirs)
- The library will handle Kid/Adult Crafts at Starline.
- Working on a light tunnel.
- Discussed contacting the drama department at the High School to consider building some type of scenery set for photo opportunities.
- Discussed the budget:
  o Sponsor Revenue $3,600; Christmas trees $20 @ $25 each. Trees will be donated by Ben’s Christmas Trees and Conifer Tree Farm. Kathleen and Joann will contact various businesses and organizations. Tina will make up signs to be attached to the trees on a first come basis. Derek will work on a location map. Ryan related his plans to secure the trees in the metal planters using quick concrete foam in the buckets which will be placed on a circular base to keep the tree stable in the planter. Laura will prepare a sample plywood base.
  o Coloring Contest (6) $10 and (1) $15 gift certificates. American Family Insurance has first right of refusal to sponsor the coloring contest. If they don’t want to sponsor, Dr. Keizer is on the waiting list.
  o Crafts $100 - $300 depending on the number of crafts that are done.
  o Entertainment: $2,000 (includes music $400, light tunnel $800, cutouts $200, crafts $300).
  o Permits: Raffle $10 and reimbursement to Dawn Bihlmaier for Health Dept. Permit $45
  o Dawn Bihlmaier’s 4-H Group will sell refreshments/food. Additional cost around $200 to serve tamales and Chaparritos.
  o Parade: $200 for 2 parade prizes in amount of $75 each plus possible cost of $50 for use of the school.
  o Tree at 5 points - there was discussion last year about using the real tree donated by Ben’s Christmas Tree at five-points and the artificial tree inside City Hall.
  o Craft vendor revenue - To Be Determined depending on how many spaces are available. Lori will contact Starline to schedule a time to view the space.
  o Visit with Santa - $100
  o Advertising - $500 (includes yard signs, banners, Facebook promotions) Additional advertising would include Visit McHenry County and the City newsletter.

Breakfast With Mrs. Claus
Laura related that Agija has agreed to host Breakfast with Mrs. Claus at Kelley’s Restaurant. Lori will contact Julie Zell to see if she is available for the parade and Breakfast with Mrs. Claus.

Coloring Contest (Janet)
Janet has agreed to chair the coloring contest.

Craft Show (Francine/Lori)
- The craft show will run on Saturday from 10 am – 3 pm at Starline.
- Applications have been sent out to last year’s participants.

Parade (Scott)
The parade would be held on Friday evening followed by a tree lighting ceremony. Parade to start at 5:30 pm at Washington School.

Sponsorship (Laura)

Tree Decorating (Kathleen Robson/Joanne Seyller)

Women For Harvard
- Sonia related the individual who has been Santa in the past desires to continue, pending his health. Alternate option is John Stephens who recently completed Santa school.
- Women for Harvard will coordinate the raffle. The Craft Show application notes a mandatory gift donation from the vendors up to $15.

SUB COMMITTEES FOR FOOD TRUCK FEASTIVAL – SEPTEMBER 19, 2020
The following subcommittees were set up:

Beer Tent (Scott)

Car Show
Craft Vendors (Francine)

Sponsorship (Laura)

Map (Derek)

Food Trucks (Kim)
- Look into a blanket health department permit.
- Consider not allowing generators and including an automatic fee for electric. Have a conversation with Mike Grieshop, Blue Ribbon Electric about approximate cost.

A motion was made by Scott Logan, seconded by Tina Viray to set the times from 11 am - 8 pm. All ayes. Motion carried. There was further discussion about the light towers that would be needed if the event runs after dark. More information is needed about the potential concert before times can be set. The consensus was to have a special meeting on October 1, 2019, to continue discussions on the 2020 Food Truck FEASTival.

JOHN LEGEAR/MOVIE MUSIC ROMANCE PROGRAM (MICHELLE, FRANCINE, TINA)
The event will be coordinated with the Library with a date to be determined.

SUBCOMMITTEE REPORT TO MEET WITH JEFF KLEINSCHMIDT, BIG BANG FESTIVALS LLC
Derek will reach out to Jeff Kleinschmidt to schedule a meeting and report back at the October 1st meeting.

LATINO FESTIVAL
Tabled for further discussion.

NEW BUSINESS/OTHER EVENTS
Laura related that Sheila Henson has submitted her resignation. Francine Sinderson agreed to accept an appointment to the Events Committee. This will be on the next regular meeting agenda for approval.

The Committee discussed changing the monthly meeting date/time. The consensus was to leave the meeting time at 5:30 pm.

EVENTS COMMITTEE CHAIRMAN’S REPORT
Chairman Evers inquired if the Events Committee would like to participate in the Harvard Chevy Trunk or Treat on October 27th. Laura will talk to Harvard Chevy to get additional information and report back at the October 1st meeting.

MAYOR’S REPORT
Supt. Knop and Scott Logan related discussion at the Park Board Meeting relative to Sheila Henson/Brown Bear Daycare’s interest in being a major contributor towards a portable or permanent stage at Milky Way Park. There may be other organizations that would contribute towards the cost.

UPCOMING MEETING DATE
Special Meeting October 1, 2019 at 5 pm

Regular Meeting October 15, 2019, at 5:30 pm.

At 6:51 pm, a motion was made by Scott Logan, seconded by Derek Malinowski to adjourn the meeting. All ayes. Motion carried.

Submitted by:
Lori Moller, Secretary